

SHOAIB AHMAD  
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### Application for the Accounts /Finance /Administration Position

#### **Career Objective:-**

Looking for a challenging career in any professional or reputed organization. My self-enthusiastic and energetic individual strengthened to take up all responsibility for the task assigned and complete it with the quality expected within the target constraints.

#### **PROFESSIONAL Skills**

- Accounts Payable/Receivable
  - Taxations
  - Bank Reconciliation
  - Vendor Management
  - Purchasing
  - Inventory Management
  - Cash Flows
  - Payrolls
  - Recruiting
  - Meetings
  - Team Training
  - Project Accounting
  - Strong communication skills
  - Costing
  - Office Management
  - Hiring
  - Administration
  - Leadership
  - Sales
  - Invoicing
  - Cash Management
  - Financial Statements & Reporting
- Software Expertise**
- Tally
  - SAP
  - MS Office
  - Net Browsing
  - XPERT IBM
  - AFROZ ACCOUNTING

#### **PROFESSIONAL EXPERIENCE**

##### **AVALON ENCLAVE PVT LTD**

**Industry:** Real Estate and Construction builders

**Designation:** Senior Accountant

**Software:** SHE Technology

**Employer:** Hassan Hameedi

**Duration:** Jan 2023 to Dec 2023

**Contact number:** 0313-4245432

##### **RESPONSIBILITIES: -**

- Prepare financial statements
- Process sales and purchase invoices.
- Withholding Tax Deduction.
- Checking vendor's payments and updating ledgers.
- Making Cash flows balance sheet
- Monitor the day-to-day financial operations within the company, such as payroll, invoicing, and other transactions, and calculate tax.



##### **KHURRAM PROPERTY & BUILDERS PVT LTD**

**Industry:** Real Estate and Construction builders

**Designation:** Assistant Accounts & Finance Manager (4 projects)

**Software:** SAP Accounting

**Employer:** Khurram Latif

**Duration:** 5, Nov 2020 to 5, Dec 2022

**Contact number:** 0334-8288089

##### **RESPONSIBILITIES: -**

- Update financial spreadsheets with daily Transactions
- Track and Reconcile bank statements
- Withholding Tax deduction
- Checking vendor's payments and ledgers.
- Making Cash flows.
- Monitor the day-to-day financial operations within the company, such as payroll, invoicing, and other transactions, and calculate tax Records accounts payable and receivable



## **FIMM DIGITAL TRANSFORMATION**

**Industry:** IT SERVICES (UAE Based)

**Designation:** Admin Manager /Accounts Manager

**Employer:** Faisal Shahzad

**Duration:** 2 Feb 2019 to Sep 2020

**Contact:** +97156644070

### **RESPONSIBILITIES: -**

- Team Management
- Decision making
- Monitor day to day office Operations within the Company payrolls, invoicing and other transactions
- Hiring of employees
- Purchase Management
- Vendor Management

## **HYSEN ENGINEERING PVT LTD**

**Industry:** : Manufacturing (Chinese project)

**Designation:** Finance Manager

**Employer:** MA LIN

**Duration:** 17<sup>th</sup> July 2017 to 2 Jan 2019

**Contact:** 021-35090901

### **RESPONSIBILITIES: -**

- Checking vendor's payments and updating ledgers
- Update Payable & Receivable ledgers
- Process Payrolls
- Calculate Profit & loss
- Cash flows & Balance sheet
- Bank Reconciliation

## **Levis Strauss Pakistan**

**Designation:** Acting Store Manager/Cashier

**Employer:** Levi's Strauss Pakistan

**Duration:** 1<sup>st</sup> Dec 2016 to 17<sup>th</sup> July 2017

**Contact:** 02134965905

### **RESPONSIBILITIES: -**

- Daily cash management
- Cash Receiving and balance and update ledger
- Cash depositing and Reconciliation
- Cash collecting from customers through the POS system and maintaining the daily cash
- Customers Relationship
- Customers Queries
- Decision Making
- Team Management
- Leadership

## **EDUCATIONAL QUALIFICATION**

- M.com: Master of Commerce
- Islamiya University Bahawalpur, Pakistan 2012-2014
- B. Com: Bachelor of Commerce 2008-2010
- Islamiya University Bahawalpur, Pakistan
- I.Com: Intermediate of Commerce 2006-2008
- Punjab College Bahawalpur, Pakistan
- Metric 2004-2006
- National Garrison Cadet School Rahim Yar Khan, Pakistan

**FimM**  
Digital Transformation

